



## **Tennessee Department of Agriculture Administrative Internship**

The Tennessee Department of Agriculture is seeking an administrative Intern for the summer of 2019. This position is assigned to the Commissioner's Office and is responsible for assisting with a wide range of projects and assignments relating to policy development, legislation, public affairs and administrative support for department level activities and events.

### **Location:**

Nashville, TN

### **Examples of job duties include:**

- Issue/topic research, information collection, data entry, analysis and reporting
- Assisting with communications/media projects such as press release development, video production, and social media monitoring
- Responding to legislative and public inquiries or requests for information
- Planning and staffing special events, tradeshow and meetings
- General outreach activities

### **Essential Knowledge and Required Skills:**

Applicants should possess a general knowledge and understanding of agriculture/forestry systems and have strong interpersonal, communication, organizational and computer skills. Applicants must be a self-starter – able to take the initiative to find information, plan and execute projects with limited supervision or instruction.

### **Comments:**

Professional conduct and attire is required. A limited amount of afterhours work, travel and overnight lodging may be required.

To apply for this internship opportunity, please send the following documents to [Kimberly.Mantlo@tn.gov](mailto:Kimberly.Mantlo@tn.gov):

- Resume
- Letter of intent
- Most recent transcripts
- 2 professional letters of recommendation
- DD214 (for veteran candidates only)